

NOTES FROM THE:

Comptroller Training Flight

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The Training Quota Allocation Process

Interested in trying to get yourself or one of your personnel into a particular course at the Schoolhouse but you're not sure what to do or who to talk to? This is apparently a common question—most people don't understand how the training quota allocation process works. Here is a summary of the process and some guidelines that we hope will help.

The first step is to determine what course you'd like or need to attend and contact your local and/or MAJCOM training manager (usually assigned to either FMP/FMF). A list of official courses and required prerequisites can be found on Second Air Force Web Site at <http://hq2af.keesler.af.mil> (formerly AFCAT 36-2223). Many MAJCOM FMPs/FMFs send out formal suspenses for training requirements or requests, but others may be determined as required. MAJCOMs/agencies, working through the Personnel (DP) community, forward their projected requirements for the next year to HQ 2AF for inclusion in the TDY-to-School program. Most entry-level requirements for first-term and cross-training personnel are worked directly between AFPC and 2AF. The approved program, similar to a Financial Plan to budget for next year's requirements, authorizes course quotas, what we call training programmed requirements (TPR), to each MAJCOM/agency based on the training funds allocated. Course assignments are then coordinated through DP channels back to the individual units with a training requirement. While most of the students who come to the Schoolhouse are against an allocated/funded quota from either AETC (2AF) or their MAJCOM/agency, there are other means to get the course that's required.

If you don't have an approved, funded slot for a course, again we recommend you first contact your local/MAJCOM training manager to discuss the requirement after reviewing the course prerequisites. The next step is to call the Training Manager (TM) at the Schoolhouse, Ms Joan Nehlsen, DSN 736-7353. She can provide you with the dates

of scheduled classes and whether your MAJCOM/agency currently has allocations or requirements for the course. If requirements have not been established, your FM training manager should be contacted to obtain the requirements through your MAJCOM DP office. A MAJCOM/agency must suballocate quotas 30 days prior to the class start date by submitting the student's name and training line number into the Air Force Training Management System (AFTMS) to confirm utilization of their quotas. If names are not submitted, or suballocated within this 30-day time frame, the unconfirmed quotas may be requested by another MAJCOM/agency through 2AF/XPPR. Your MAJCOM DP office can request 2AF move the unused quotas for a course from the previous MAJCOM/agency to yours.

Finally, if there is no way to obtain a training quota for an in-residence course, then another option to meet your training needs is to see if the Schoolhouse can provide a Mobile Training Team (MTT) visit to your home station for group requirements. The ideal/recommended way for an MTT visit is to request one through the Training Quota Allocation process mentioned earlier. However, depending on instructor availability, we can sometimes accommodate out-of-cycle MTT visits. The requester typically pays for the instructor's TDY costs and for the cost of printing training materials.

The business of training is crucial to the Comptroller mission. Working together, we can continue producing the best financial managers the career field has ever seen.

